



**Town of Collins Public Library**  
**Community Meeting Room Policy**

The Community Meeting room at the Town of Collins Public Library is intended

1. for activities conducted or sponsored by the Library, and
2. for organizations engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community.

All meetings must be open to the public.

No admission fee, other costs or required donation shall be charged.

No products, services, or memberships may be advertised, solicited, or sold. However, at the discretion of the Library Director, the following will be permissible at Library sponsored programs:

1. Fund raising to benefit the Library and/or sponsored by the Library Foundation, Friends of the Library or other Library-related groups.
2. The sale of books, cassettes, and other items by authors or artists as part of a Library program.

Permission to use a meeting room does not constitute an endorsement by the Library of a program or point of view expressed. Except as a designation of location the name of the Library may not be used in any publicity relating to use of meeting rooms.

**MEETING ROOM APPLICATION INFORMATION**

Formal application for the use of a meeting room is made with library management. An individual responsible for the meeting must complete and sign an application form. Library management must approve any cancellations or change of meeting dates.

Programs planned by the Library take precedence over meetings of outside groups. The Library reserves the right to pre-empt the use of meeting space for Library purposes upon two (2) weeks notice to the organization requesting that space.

In fairness to the numerous groups of the community, reservations may be limited in frequency and are taken not more than two (2) months in advance. The Library will not accept reservations for a series of meetings, nor will it allow any group to designate the Library as its regular meeting place. Meetings are reserved on a first come, first served basis. The Library may charge fees for the use of its meeting room(s), for cleaning and/or security.

## MEETING ROOM RULES OF USE

1. Meeting rooms are available for use only during the Library's normal hours and dates of operation:

Monday:	10 am – 8 pm
Tuesday:	10 am – 8 pm
Wednesday:	10 am – 5 pm
Thursday:	10 am – 8 pm
Friday:	10 am – 5 pm
Saturday:	11 am – 3 pm

2. Meetings must be conducted in such a way as not to disturb library operations. The applicant is responsible for managing orderly behavior of all attendees. Adult (over the age of 18) supervision is required for any group of minors. Applicants and program participants are expected to conform to the Library's **Rules of Conduct**, copies of which are available on request.

3. Smoking cigarettes, cigars, pipes, smokeless electronic cigarettes or using tobacco products, or consumption of alcoholic beverages are not permitted. No refreshments may be served without the approval of library management. Groups planning to use craft materials must receive special permission from Library management.

4. Programs should be planned so that meeting space will be vacated 15 minutes before closing time.

5. Meeting room must be left in orderly, uncluttered condition. Tables and chairs must be returned to the positions in which they were found.

6. No games of chance may be played.

7. The Library will provide no audio-visual equipment or operators.

8. The Library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests. Library personnel will not move or rearrange heavy equipment.

9. The applicant accepts liability for either damage to library facilities or loss of Library property.

10. All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization. The location of the Library may be publicized, but the Library telephone number may not be placed on publicity, as the Library is not a source of information concerning the event. Neither the name nor the address of the Library may be used as the official address or headquarters of an organization. No deliveries are to be made unless the sponsor is present to accept them.

11. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act. The Library does not discriminate on the basis of disability in any of

its programs and services, and organizations using the Library's meeting rooms are required to provide reasonable accommodations for persons with disabilities (e.g. assistive listening devices, interpreters, etc., when and if possible) as required by the Americans with Disabilities Act.

12. Library personnel must have free access to meeting rooms at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with its regulations. Violation of any of the Library's rules shall be grounds for denial of future use of meeting space.

13. Maximum capacity of the Community Meeting Room is 95.

*This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.*

*Reviewed and amended 12/03/2015;  
Reviewed and amended 5/10/2018.*